Topic 4: Unit Information

Introduction:

This topic will demonstrate how to add and edit unit information using the PASS DCD 2.1 software.

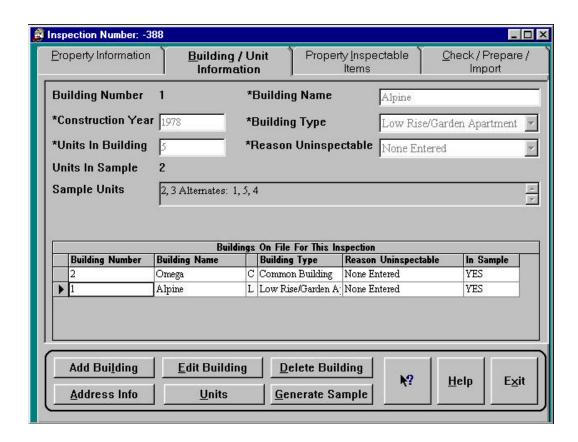
Walkthroughs:

- Walkthrough 8 Add Unit Information
- Walkthrough 9 Edit Unit Information

Walkthrough 8: Add Unit Information

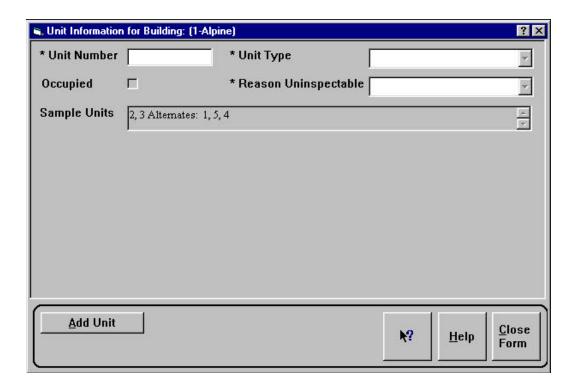
Step 1: Single-click the **Building/Unit Information** tab.

The Building/Unit Information screen opens.



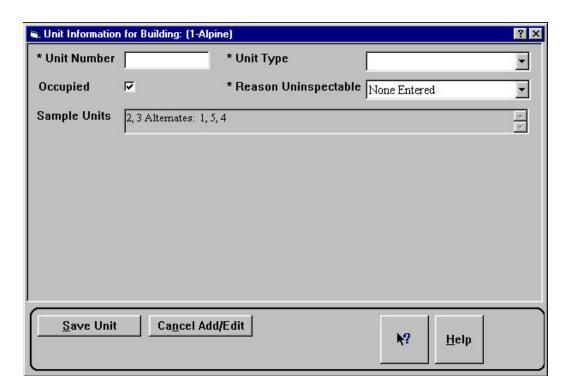
- **Step 2:** Single-click the applicable building number under the **Building Number** column.
- **Step 3:** Single-click the **Units** button.

The *Unit Information for Building* screen opens.



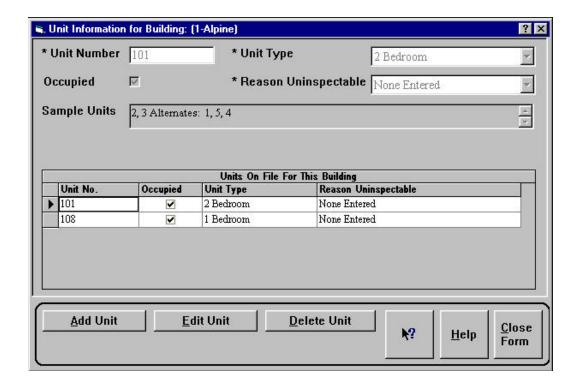
Step 4: Single-click the Add Unit button.

The unit information fields become active to add a unit.



- **Step 5:** Enter unit information in the applicable fields.
- **Step 6:** Single-click the **Save Unit** button.

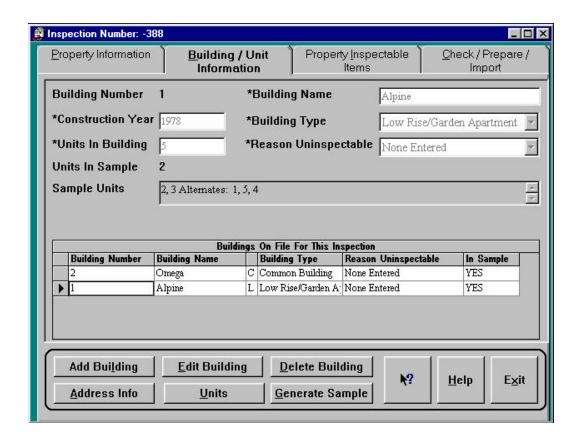
The *Unit Information for Building* screen re-opens. The units on file for the building are now indicated on the screen.



Walkthrough 9: Edit Unit Information

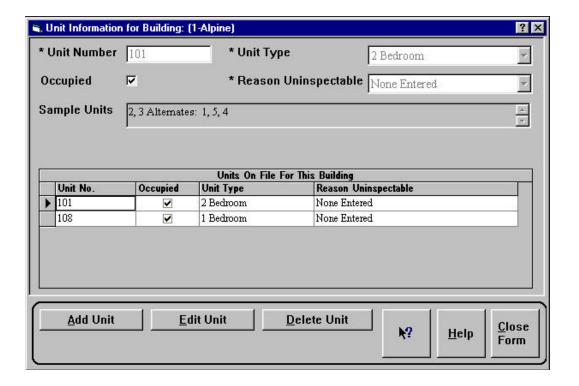
Step 1: Single-click the **Building/Unit Information** tab.

The Building/Unit Information screen opens.



- **Step 2:** Single-click the applicable building number under the **Building Number** column.
- **Step 3:** Single-click the **Units** button.

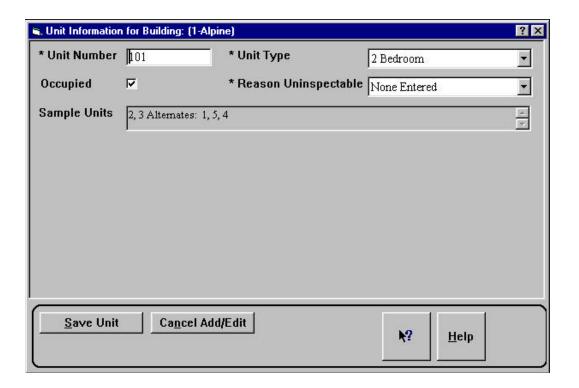
The *Unit Information for Building* screen opens.



- **Step 4:** Single-click the applicable unit number under the **Unit No.** column.
- **Step 5:** Single-click the **Edit Unit** button.

The *Unit Information for Building* screen opens.

NOTE: TO DELETE A UNIT, SINGLE-CLICK THE DELETE UNIT BUTTON AFTER SELECTING A UNIT TO DELETE. SINGLE-CLICK THE YES BUTTON WHEN THE MESSAGE BOX APPEARS ASKING TO VERIFY DELETION.



- **Step 6:** Edit unit information in the applicable fields.
- **Step 7:** Single-click the **Save Unit** button.

The *Unit Information for Building* screen re-opens.